



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

SENIOR NUTRITIONIST

Posting Number

PN# 112885

Department

Health & Human Services Department

Division

Neighborhood Services

Section

WIC Program

Reporting Location

8000 N. Stadium Dr. 3rd Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Supervises or serves as a lead professional to analyze, plan, and monitor the delivery of health nutrition services for the Health Department and within the community.

CORE FUNCTIONS

- Assess the nutritional status of referred clients and high-risk customers as per established nutrition and high-risk protocols.
- Provides individual nutrition counseling and follow-ups for high-risk clients, uses SOAP note format for all categories, e.g. infants, children, and pregnant women.
- Delivers group counseling sessions on nutrition subjects for WIC Prenatal, Family Planning, Well Child and Breastfeeding clients and families.
- Attends relevant, professional development programs, in services and training on a continuous yearly basis.
- Performs special projects as needed.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor of Science degree in Nutrition or Dietetics; and the successful completion of an internship which meets the approval of the A.D.A.

MINIMUM EXPERIENCE REQUIREMENTS

One year of experience as a Dietitian or Nutritionist in a health care setting is required. An additional one year of experience may be substituted for the above indicated internship requirement. A Master's degree in Dietetics or Nutrition may be substituted for the internship and one-year experience requirement.

MINIMUM LICENSE REQUIREMENTS

- Must have a valid Texas driver's license and comply with the City of Houston's policy on driving (AP2-2).
- Registration with the American Dietetic Association (RD) is preferred. Depending on assignment may require both Registration (RD) and state of Texas licensure (LD), if working in areas involving Medicare/Medicaid reimbursement.

PREFERENCES

WIC experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION ☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

This position is dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 18
\$1,042- \$1,480 Weekly \$27,092- \$38,480 Annually

OPENING DATE

August 30, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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